Polish Club Windsor Checklist

Booking

- ☐ $250.00 deposit paid.
- ☐ Appointment with Polish Club Windsor Representative:
  - o PCW Rep. Name: _____
  - o Date: _____
- ☐ $300.00 damage deposit paid.
- ☐ Contract signed.

30 Days Before Event

- ☐ Event cancellation at this point will be charged in full.

7 Days Before Event

- ☐ Final guest headcount due.
- ☐ Final floor plan and seating chart due.
- ☐ Final meal substitution requests due.
- ☐ Establish event set-up time.
- ☐ Final balance due and payable.

7 Days After Event

- ☐ Damage deposit returned, less (if any) damages.

Other

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Notes